

STATEMENT OF WORK

TITLE, SERIES, GRADE

Deputy Chief of Staff for Policy

AD-301/ GS-15

ORGANIZATION

Environmental Protection Agency

Office of the Administrator

Immediate Office

TITLE AND GRADE OF SUPERVISOR

Chief of Staff, Office of the Administrator

STATEMENT OF RESPONSIBILITIES

Serves as Deputy Chief of Staff for Policy to the Chief of Staff and provides advice and counsel on policy and regulatory development, planning, coordination, and legislative matters as they relate to programs of the Agency. Maintains a continuous awareness of the major national policies related to programs of the EPA and the Administration in order to make recommendations to the Administrator, Deputy Administrator and Chief of Staff concerning the development and implementation of major policies and programs of the EPA.

Identifies problem areas and develops and recommends solutions and specific policies in relation to urgent and sensitive operational and program matters. Arranges for the implementation of specific policies and problem solutions, including making action assignments to the proper organizational element. Conducts special assignments for the Administrator, Deputy Administrator, and Chief of Staff, and develops and implements assignments on own initiative or upon request.

Represents the Administrator, Deputy Administrator, Chief of Staff and the Agency at all levels of government, including federal, state, tribal, municipal, and county agencies as well as private industry and citizen groups. Serves as personal and confidential representative of the Administrator, Deputy Administrator, Chief of Staff, and the Agency with members of the White House staff, members of Congress and staff, other Executive Branch agencies in policy matters concerning the EPA. Attends conferences and public meetings to convey the views of the Administrator, Deputy Administrator, Chief of Staff and the Administrator.

Ensures the Administrator, Deputy Administrator, and Chief of Staff are informed of and given the opportunity to influence proposed actions and decisions affecting the EPA. Encourages consultation and communication throughout the Agency to ensure collaboration and understanding of key issues. Provides written and oral reports and briefings on policy matters concerning the EPA.